

SAVINGS PLUS BANK

Per PML 2016-032, the Excluded Employee Buy-Back Program has been enhanced to allow employees to transfer future leave accruals into Savings Plus. The following instructions will guide Personnel Services Specialists in making monthly transfers of Vacation or Annual Leave accruals into the Savings Plus Bank to ensure the hours are set aside until the department determines funding availability.

The transfer transactions posted to the Savings Plus Bank benefit must be keyed online and cannot be keyed using the PIP system. All transactions must be keyed using the B50 – Leave Benefit Transaction Entry screen. Any voids to a participating employee's history must be keyed using the B52 – Leave Benefit Void Transaction Entry screen.

Accruals for Vacation and Annual Leave are not available until the first of the following month. Therefore, each month's transfer transactions should be keyed immediately following the accrual cycle for the previous month. **For example, January's accrual is available as of February 1st and will post to CLAS during February.** The day after the January accruals are posted, the Personnel Services Specialists will need to key transfer transactions to the February leave period, transferring the hours for the January accrual to the Savings Plus Bank. Likewise, the Savings Plus Bank will be credited at the same time. Once all monthly transfer transactions have posted, history will show transfer transactions between February and June, moving the January through May accruals into the Savings Plus Bank.

If the department is able to fund the program, the Buy Back – Sav Plus transaction is posted to indicate that the hours set aside in the Savings Plus Bank have been contributed to the employee's Savings Plus account. Once the Buy Back – Sav Plus transaction is keyed, it will create a zero balance for the Savings Plus Bank. Buy Back – Sav Plus will not generate payment. The Buy Back – Sav Plus must be keyed after the Payroll Earnings ID has been keyed. In the future, a payroll letter will be provided with details regarding the Payroll Earnings ID.

If the department chooses not to participate, or offers an amount less than the employee's elected hours, voiding and reposting of transactions must be done by the Personnel Services Specialist.

Please review the following conditions and determine the appropriate steps for your employee(s).

MONTHLY TRANSFER TRANSACTIONS

Example: Employee A accrues 10.00 hours of Vacation. Employee A elects to transfer a total of 40.00 hours Vacation into their Savings Plus 457(b) and/or 401(k) account.

Step 1: From the Main Menu, access the B50 – LB Transaction Entry screen for Vacation (VA) for the February leave period.

Step 2: On the B50 – LB Transaction Entry screen, key a Transfer To (46) 'SV' transaction. 'SV' must be indicated in the Transfer Info field under 'LB'.

B50 - LEAVE BENEFIT TRANSACTION ENTRY						
SSN: 000-00-0000		NAME: EMPLOYEE A		02/13/17		
LB: VACATION		PSN SEQ:		EMPLOYER:		14:00:55
CURRENT BALANCE FOR 02/17: 740.00						
LV	TRANS	-----TRANSFER INFO-----				
PRD	CODE	AMOUNT	SSN	LB	TIMEBANK	
02/17	VA 46	10.00		SV		

Step 3: Next, select the 'SV' benefit for February, and key a Transfer From (47) 'VA' transaction. 'VA' must be indicated in the Transfer Info field.

B50 - LEAVE BENEFIT TRANSACTION ENTRY						
SSN: 000-00-0000		NAME: EMPLOYEE A		02/13/17		
LB: SAVINGS PLUS BANK		PSN SEQ:		EMPLOYER:		14:01:55
CURRENT BALANCE FOR 02/17:						
LV	TRANS	-----TRANSFER INFO-----				
PRD	CODE	AMOUNT	SSN	LB	TIMEBANK	
02/17	SV 47	10.00		VA		

Key transfer transactions each month until the total elected hours have been transferred.

Step 4: After all transfer transactions have been keyed for VA and SV, verify B16 and B14 LB History Inquiry screens to ensure they are consistent.

Example of the B16 – LB Transaction History Inquiry screen for VA after all of the Transfer To (46) transactions have been keyed. For Employee A, the transfer transactions were keyed to the February through May leave periods, totaling 40.00 hours.

B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY							05/12/17
							13:30:00
SSN:	000-00-0000		NAME:		EMPLOYEE A		
LB:	VACATION		PSN SEQ:		EMPLOYER:		
BEGIN BALANCE FOR 01/17: 738.00							
LV	POST	VOID			N		
PRD	DATE	DATE	TRANSACTION	AMOUNT	S	COMMENTS	PPCID
01/17	1/15/2017		USE	8.00			ZZ
01/17	2/10/2017		ACCRUE	10.00			
02/17	2/13/2017		TRANSFER TO	10.00		LV BENEFIT: SV	ZZ
02/17	3/13/2017		ACCRUE	10.00			
03/17	3/10/2017		USE	20.00			ZZ
03/17	3/16/2017		TRANSFER TO	10.00		LV BENEFIT: SV	ZZ
03/17	4/12/2017		ACCRUE	10.00			
04/17	4/13/2017		TRANSFER TO	10.00		LV BENEFIT: SV	ZZ
04/17	5/11/2017		ACCRUE	10.00			
05/17	5/10/2017		USE	40.00			ZZ
05/17	5/12/2017		TRANSFER TO	10.00		LV BENEFIT: SV	ZZ
05/17	6/12/2017		ACCRUE	10.00			

Example of the B14 - LB History Summary Inquiry screen of the VA benefit after the Transfer To (46) transactions have been keyed. The Transfer To transactions are shown in the MISC column.

B14 - LEAVE BENEFIT HISTORY SUMMARY INQUIRY						05/12/17 13:28:25
SSN:	000-00-0000		NAME:	EMPLOYEE A		
LB:	VACATION		PSN SEQ:	EMPLOYER:		
SEL	LV PRD	BEGIN BALANCE	USED	MISC	END BALANCE	CREDIT
—	01/17	738.00	8.00		730.00	10.00
—	02/17	740.00		-10.00	730.00	10.00
—	03/17	740.00	20.00	-10.00	710.00	10.00
—	04/17	720.00		-10.00	710.00	10.00
—	05/17	720.00	40.00	-10.00	670.00	10.00
—	06/17	680.00			680.00	10.00

Example of the B16 - LB Transaction History Inquiry screen for the SV benefit after all of the Transfer From (47) transactions have been keyed. For Employee A, the transfer transactions were keyed to the February through May leave periods totaling 40.00 hours.

B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY							05/12/17 13:32:00
SSN:	000-00-0000			NAME:	EMPLOYEE A		
LB:	SAVINGS PLUS BANK			PSN SEQ:	EMPLOYER:		
BEGIN BALANCE FOR 02/17: 0.00							
LV PRD	POST DATE	VOID DATE	TRANSACTION	AMOUNT	N S	COMMENTS	PPCID
02/17	2/13/2017		TRANSFER FR	10.00		LV BENEFIT: VA	ZZ
03/17	3/16/2017		TRANSFER FR	10.00		LV BENEFIT: VA	ZZ
04/17	4/13/2017		TRANSFER FR	10.00		LV BENEFIT: VA	ZZ
05/17	5/12/2017		TRANSFER FR	10.00		LV BENEFIT: VA	ZZ

Example of the B14 - LB History Summary Inquiry screen for the SV benefit after all of the Transfer From (47) transactions have been keyed. The Transfer From transactions are shown in the MISC column.

B14 - LEAVE BENEFIT HISTORY SUMMARY INQUIRY						05/12/17 13:28:25
SSN: 000-00-0000		NAME: EMPLOYEE A				
LB: SAVINGS PLUS BANK		PSN SEQ:		EMPLOYER:		
SEL	LV PRD	BEGIN BALANCE	CREDIT	USED	MISC	END BALANCE
—	01/17	0.00				0.00
—	02/17	0.00			10.00	10.00
—	03/17	10.00			10.00	20.00
—	04/17	20.00			10.00	30.00
—	05/17	30.00			10.00	40.00

BUY BACK TRANSACTION FOR THE SAVINGS PLUS BANK

Example: It is currently the end of June, and the department has determined to participate in the program and the payroll transaction has been keyed, transferring the employee's monies into their Savings Plus 457(b) and/or 401(k) account. A Buy Back – Sav Plus transaction needs to be keyed for 40.00 hours to zero out the Savings Plus Bank (SV), and indicate the Buy Back to Savings Plus account was completed.

Step 1: Access the B50 – LB Transaction Entry screen for SV and the June leave period. Key Buy Back – Sav Plus (38) transaction for 40.00 hours. **NOTE: The Buy Back – Sav Plus transaction must be keyed to the same pay period as the payroll transaction after the payroll transaction has been keyed.**

B50 - LEAVE BENEFIT TRANSACTION ENTRY						
SSN: 000-00-0000		NAME: EMPLOYEE A		06/28/17		
LB: SAVINGS PLUS BANK		PSN SEQ:		EMPLOYER:		08:00:30
CURRENT BALANCE FOR 06/17: 40.00						
LV	TRANS	-----TRANSFER INFO-----				
PRD	CODE	AMOUNT	SSN	LB	TIMEBANK	
06/17	SV 38	40.00	_____	_____	_____	

Step 2: After the Buy Back – Sav Plus (38) has been keyed, verify the B16 – LB Transaction History Inquiry and B14 – LB History Summary screens for accuracy.

Example of the B16 – LB Transaction History Inquiry screen after the Buy Back – Sav Plus (38) has been keyed.

B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY						06/28/17 13:32:00	
SSN:	000-00-0000		NAME:	EMPLOYEE A			
LB:	SAVINGS PLUS BANK		PSN SEQ:	EMPLOYER:			
BEGIN BALANCE FOR 02/17: 0.00							
LV PRD	POST DATE	VOID DATE	TRANSACTION	AMOUNT	N S	COMMENTS	PPCID
02/17	2/13/2017		TRANSFER FR	10.00		LV BENEFIT: VA	ZZ
03/17	3/16/2017		TRANSFER FR	10.00		LV BENEFIT: VA	ZZ
04/17	4/13/2017		TRANSFER FR	10.00		LV BENEFIT: VA	ZZ
05/17	5/12/2017		TRANSFER FR	10.00		LV BENEFIT: VA	ZZ
06/17	6/28/2017		BUY BACK	40.00		SAV PLUS	ZZ

Example of the B14 – LB History Summary screen after the Buy Back – Sav Plus (38) has been keyed.

B14 - LEAVE BENEFIT HISTORY SUMMARY INQUIRY						06/28/17 15:25:27	
SSN:	000-00-0000		NAME:	EMPLOYEE A			
LB:	SAVINGS PLUS BANK		PSN SEQ:	EMPLOYER:			
SEL	LV PRD	BEGIN BALANCE	CREDIT	USED	MISC	END BALANCE	
—	01/17	0.00				0.00	
—	02/17	0.00			10.00	10.00	
—	03/17	10.00			10.00	20.00	
—	04/17	20.00			10.00	30.00	
—	05/17	30.00			10.00	40.00	
—	06/17	40.00			-40.00	0.00	

VOIDING OF MONTHLY TRANSFERS

Example: Employee B accrues 20.00 hours of AL per month. Employee B elects to transfer a total of 80.00 hours of AL into their Savings Plus account. During June 2017, the department chooses not to participate in the Savings Plus Buy Back program.

When the department chooses not to participate, all transfer transactions must be voided. Voiding the Transfer To (46) transaction will revert the accrual back to Vacation (VA) or Annual Leave (AL).

Step 1: Access the B52 – LB Void Transaction Entry for AL, void all “Transfer To SV” transactions. Only one void can be updated at a time.

B52 - LEAVE BENEFIT VOID TRANSACTION ENTRY							06/15/17 16:00:16	
SSN:	000-00-0000		NAME:	EMPLOYEE B				
LB:	ANNUAL LEAVE		PSN SEQ:	EMPLOYER:				
BEGIN BALANCE FOR 01/17: 650.00								
LV PRD	POST DATE	VOID DATE	TRANSACTION	AMOUNT	N S	COMMENTS	PPCID	
	01/17	02/10/17	ACCRUE	20.00				
V	02/17	02/13/17	TRANSFER TO	20.00		LV BENEFIT: SV	ZZ	
	02/17	03/13/17	ACCRUE	20.00				
	03/17	03/14/17	TRANSFER TO	20.00		LV BENEFIT: SV	ZZ	
	03/17	04/12/17	ACCRUE	20.00				
	04/17	04/13/17	TRANSFER TO	20.00		LV BENEFIT: SV	ZZ	
	04/17	05/11/17	ACCRUE	20.00				
	05/17	05/12/17	TRANSFER TO	20.00		LV BENEFIT: SV	ZZ	
	05/17	06/12/17	ACCRUE	20.00				

Step 2: Access the B52 – LB Void Transaction Entry for SV, void all “Transfer From AL” transactions. Only one void can be updated at a time.

B52 - LEAVE BENEFIT VOID TRANSACTION ENTRY							06/15/17 16:10:23	
SSN:	000-00-0000		NAME:	EMPLOYEE B				
LB:	SAVINGS PLUS BANK		PSN SEQ:	EMPLOYER:				
BEGIN BALANCE FOR 02/17: 0.00								
LV PRD	POST DATE	VOID DATE	TRANSACTION	AMOUNT	N S	COMMENTS	PPCID	
V	02/17	02/13/17	TRANSFER FR	20.00		LV BENEFIT: AL	ZZ	
—	03/17	03/17/17	TRANSFER FR	20.00		LV BENEFIT: AL	ZZ	
—	04/17	04/13/17	TRANSFER FR	20.00		LV BENEFIT: AL	ZZ	
—	05/17	05/12/17	TRANSFER FR	20.00		LV BENEFIT: AL	ZZ	

Step 4: Review B16 and B14 for AL and SV to verify that all transfers have been voided.

Example of the B16 – LB Transaction History Inquiry screen for AL after all transfers have been voided.

B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY							06/15/17 16:30:40	
SSN:	000-00-0000		NAME:	EMPLOYEE B				
LB:	ANNUAL LEAVE		PSN SEQ:	EMPLOYER:				
BEGIN BALANCE FOR 01/17: 650.00								
LV PRD	POST DATE	VOID DATE	TRANSACTION	AMOUNT	N S	COMMENTS	PPCID	
	01/17	02/10/17	ACCRUE	20.00				
V	02/17	02/13/17	06/15/17 TRANSFER TO	20.00		LV BENEFIT: SV	ZZ	
	02/17	03/13/17	ACCRUE	20.00				
V	03/17	03/14/17	06/15/17 TRANSFER TO	20.00		LV BENEFIT: SV	ZZ	
	03/17	04/12/17	ACCRUE	20.00				
V	04/17	04/13/17	06/15/17 TRANSFER TO	20.00		LV BENEFIT: SV	ZZ	
	04/17	05/11/17	ACCRUE	20.00				
V	05/17	05/12/17	06/15/17 TRANSFER TO	20.00		LV BENEFIT: SV	ZZ	
	05/17	06/12/17	ACCRUE	20.00				

Example of B14 – LB History Summary screen for AL after all of the transfers have been voided.

B14 - LEAVE BENEFIT HISTORY SUMMARY INQUIRY						06/15/17 14:50:10
SSN:	000-00-0000		NAME:	EMPLOYEE B		
LB:	ANNUAL LEAVE		PSN SEQ:	EMPLOYER:		
SEL	LV PRD	BEGIN BALANCE	USED	MISC	END BALANCE	CREDIT
—	01/17	650.00			650.00	20.00
—	02/17	670.00		0.00	670.00	20.00
—	03/17	690.00		0.00	690.00	20.00
—	04/17	710.00		0.00	710.00	20.00
—	05/17	730.00		0.00	730.00	20.00

Example of the B16 – LB Transaction History Inquiry screen for SV after all transfers have been voided.

B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY						06/15/17 16:31:02		
SSN:	000-00-0000		NAME:	EMPLOYEE B				
LB:	SAVINGS PLUS BANK		PSN SEQ:	EMPLOYER:				
BEGIN BALANCE FOR 02/17: 0.00								
	LV PRD	POST DATE	VOID DATE	TRANSACTION	AMOUNT	N S	COMMENTS	PPCID
V	02/17	02/13/17	06/15/17	TRANSFER FR	20.00		LV BENEFIT: AL	ZZ
V	03/17	03/17/17	06/15/17	TRANSFER FR	20.00		LV BENEFIT: AL	ZZ
V	04/17	04/13/17	06/15/17	TRANSFER FR	20.00		LV BENEFIT: AL	ZZ
V	05/17	05/12/17	06/15/17	TRANSFER FR	20.00		LV BENEFIT: AL	ZZ

Example of the B14 – LB History Summary screen for SV after all transfers have been voided.

B14 - LEAVE BENEFIT HISTORY SUMMARY INQUIRY						06/15/17 14:55:32
SSN:	000-00-0000		NAME:	EMPLOYEE B		
LB:	SAVINGS PLUS BANK		PSN SEQ:	EMPLOYER:		
BEGIN BALANCE AS OF 02/17: 0.00						
SEL	LV PRD	BEGIN BALANCE	CREDIT	USED	MISC	END BALANCE
—	02/17	0.00			0.00	0.00
—	03/17	0.00			0.00	0.00
—	04/17	0.00			0.00	0.00
—	05/17	0.00			0.00	0.00

REPOSTING TRANSFERS FOR AN AMOUNT LESS THAN REQUESTED

Example: Employee C accrues 16.00 hours of VA per month. Employee C elects to transfer 80.00 hours of VA to their Savings Plus account. During June, the Department approves a maximum of 40.00 hours of Buy Back per employee.

Verify that all valid transfers have been keyed. Determine which transfers for VA and SV will need to be voided and, if necessary, which transfers will need to be reposted for a lesser amount. Also, key the Buy Back –Sav Plus (38) transaction for SV.

- Step 1:** Access the B52 – LB Void Transaction Entry screen for the VA benefit. Only one void can be updated at a time. Void all necessary “Transfer To SV” transactions.
- Step 2:** Access the B52 – LB Void Transaction Entry screen for the SV benefit. Only one void can be updated at a time. Void all necessary “Transfer From VA” transactions. In this example, void transfers for the April and June leave periods.
- Step 3:** If applicable, access the B50 – LB Transaction Entry screen to repost the “Transfer To SV” and “Transfer from VA” transactions. For this example, repost the transfer transactions for both benefits to the April leave period for 8.00 hours.
- Step 4:** Access the B50 – LB Transaction Entry Screen for SV, to key the Buy Back – Sav Plus (38). For this example, you will key an amount of 40.00 hours. **Note: Buy Back – Sav Plus transaction must be keyed in correspondence with the payroll transaction.**
- Step 4:** View B16 – LB Transaction History and B14 – LB History Summary screens for VA and SV to verify.

Example of the B16 – LB Transaction History Inquiry screen for VA after all the necessary transactions have been keyed. Note: the Transfer To (46) transaction for April was adjusted from 16.00 hours to 8.00 hours, bringing the total hours transferred to 40.00 hours.

B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY							06/20/17 10:05:05	
SSN:	000-00-0000		NAME:	EMPLOYEE C				
LB:	VACATION		PSN SEQ:	EMPLOYER:				
BEGIN BALANCE FOR 01/17: 650.00								
LV PRD	POST DATE	VOID DATE	TRANSACTION	AMOUNT	N S	COMMENTS	PPCID	
01/17	02/10/17		ACCRUE	16.00				
02/17	02/13/17		TRANSFER TO	16.00		LV BENEFIT: SV	ZZ	
02/17	03/13/17		ACCRUE	16.00				
03/17	03/14/17		TRANSFER TO	16.00		LV BENEFIT: SV	ZZ	
03/17	04/12/17		ACCRUE	16.00				
04/17	06/20/17		TRANSFER TO	8.00		LV BENEFIT: SV	ZZ	
V 04/17	04/13/17	06/20/17	TRANSFER TO	16.00		LV BENEFIT: SV	ZZ	
04/17	05/11/17		ACCRUE	16.00				
V 05/17	05/12/17	06/20/17	TRANSFER TO	16.00		LV BENEFIT: SV	ZZ	
05/17	06/12/17		ACCRUE	16.00				
V 06/17	06/13/17	06/20/17	TRANSFER TO	16.00		LV BENEFIT: SV	ZZ	

Example of B14 – LB Summary Inquiry screen for VA after all necessary transactions have been keyed.

B14 - LEAVE BENEFIT HISTORY SUMMARY INQUIRY							06/20/17 10:30:30
SSN:	000-00-0000	NAME:	EMPLOYEE C				
LB:	VACATION	PSN SEQ:	EMPLOYER:				
SEL	LV PRD	BEGIN BALANCE	USED	MISC	END BALANCE	CREDIT	
—	01/17	650.00			650.00	16.00	
—	02/17	666.00		-16.00	650.00	16.00	
—	03/17	666.00		-16.00	650.00	16.00	
—	04/17	666.00		-8.00	658.00	16.00	
—	05/17	674.00			674.00	16.00	
—	06/17	690.00			690.00	16.00	

Example of the B16 – LB Transaction History Inquiry screen for SV after all the necessary transactions have been keyed. Note: the Transfer From (47) transaction for April was adjusted from 16.00 hours to 8.00 hours, bringing the total hours transferred to 40.00 hours.

B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY							06/20/17 10:20:23	
SSN:	000-00-0000		NAME:	EMPLOYEE C				
LB:	SAVINGS PLUS BANK		PSN SEQ:	EMPLOYER:				
BEGIN BALANCE FOR 02/17: 0.00								
LV PRD	POST DATE	VOID DATE	TRANSACTION	AMOUNT	N S	COMMENTS	PPCID	
	02/17	02/13/17	TRANSFER FR	16.00		LV BENEFIT: VA	ZZ	
	03/17	03/14/17	TRANSFER FR	16.00		LV BENEFIT: VA	ZZ	
	04/17	06/20/17	TRANSFER FR	8.00		LV BENEFIT: VA	ZZ	
V	04/17	04/13/17	06/20/17	TRANSFER FR	16.00	LV BENEFIT: VA	ZZ	
V	05/17	05/12/17	06/20/17	TRANSFER FR	16.00	LV BENEFIT: VA	ZZ	
V	06/17	06/13/17	06/20/17	TRANSFER FR	16.00	LV BENEFIT: VA	ZZ	
	06/17	06/20/17	BUY BACK	40.00		SAV PLUS	ZZ	

Example of B14 – LB History Summary Inquiry screen for SV after all necessary transactions have been keyed.

B14 - LEAVE BENEFIT HISTORY SUMMARY INQUIRY							06/20/17
							10:25:16
SSN:	000-00-0000	NAME:	EMPLOYEE C				
LB:	SAVINGS PLUS BANK	PSN SEQ:	EMPLOYER:				
SEL	LV PRD	BEGIN BALANCE	CREDIT	USED	MISC	END BALANCE	
—	02/17	0.00			16.00	16.00	
—	03/17	16.00			16.00	32.00	
—	04/17	32.00			8.00	40.00	
—	05/17	40.00			0.00	40.00	
—	06/17	40.00			-40.00	0.00	